K12 Data Collection Software Download And Installation Instructions

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You will be downloading three files from the Internet to your PC in order to install the K12 Data Collection Software for fiscal year 2002-03.

Download Instructions:

1. Using your Internet browser, go to: **www.cde.ca.gov/fg/sf/rl/documents/k12dcs03diinst.pdf** (this is not case sensitive).

2. Once there, you will find three files: **K12DCS_0203.CAB, setup.exe, & setup.lst.**

Note: There are separate files for Windows 2000.

3. Download all **three** files to your PC by right clicking on them.

4. Using the "Save As" dialog box, to keep things simple, send the files to **C:\WINDOWS\TEMP, C:\WINNT\TEMP, or C:\TEMP. Please confirm this is indeed the directory you will be sending the file to before continuing.**

5. Once the files have been transferred, you may close your browser.

6. Close any other running programs.

7. Using Windows Explorer, find the three files in the **C:\WINDOWS\TEMP, C:\WINNT\TEMP,** or **C:\ TEMP** folder. The file sizes for these three files are as follows:

   a. **K12DCS_0203.CAB: 6942KB**
   b. **setup.exe: 137KB**
   c. **setup.lst: 7KB (for Windows 95/98/NT) or 4KB (for Windows 2000)**

NOTE: Make sure that the files retain the names they were given. If the files already exist, your browser may rename them. The **setup.lst** may save as **setup.lst.txt**. If so, simply rename it to **setup.lst**. The **K12DCS_0203.CAB** may save as **K12DCS_0203.CAB**. If so, simply rename it to **K12DCS_0203.CAB**.

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Installation Instructions:

NOTE: It is very important to run the setup in Safe Mode for Windows 95 and 98, if available. Safe Mode prevents Windows from loading any other programs before setup is run.

1. In Windows 95 or 98, close **Windows Explorer** and restart your computer in Safe Mode, if available, by choosing Shut Down and Restart from the Task Bar. For Windows 95 Safe Mode, when the screen blanks and "Starting Windows 95" appears, press the F8 key. Select Safe Mode from the menu that appears and press Enter. For Windows 98 Safe Mode, when the screen blanks, press the F8 key or hold down the Ctrl key and select Safe Mode from the menu that appears and press Enter. Close the Safe Mode confirmation dialog by pressing OK.

2. Using Windows Explorer, find the downloaded **setup.exe** file and double-click on it.

3. Your installation program will start copying initialization files. **Note**: You **may** receive a message telling that setup cannot continue because some system files are out of date. Click **OK** to update these files, then click **YES** to Restart Windows. When computer restart is complete, double-click **setup.exe** to continue the installation.

4. You will be welcomed to the K12DCS_0203 Setup program, with a reminder to close all other running programs. If you haven't already done so, do so now and continue by clicking on the "**OK**" button.

5. Click on the big button in the upper left corner of the box to install the program at "**C:\Program Files\K12DCS_0203**."

NOTE: These instructions assume the installation defaults are used. If your installation requires you to install the software in a directory other than "C:\Program Files\K12DCS_0203", click on the "Change Directory" button and follow the directions through until you return back to the installation dialog box.

6. You will be prompted to a **K12DCS_0203 - Choose Program Group** box asking you to enter a new group name or select one from the Existing Groups list. Click "**Continue"** to accept the default selection.

7. Many files will now be copied to your PC. **Note**: If you have a previous installation of the K12 software on the PC you are downloading this setup file to, you **may** encounter a message box telling you that some files are not newer than the current one, and it will ask you if you want to keep the existing (newer) file. Click **YES**.

8. You should receive a message indicating a successful installation. Click "**OK**," and close **Explorer**.

9. Restart your computer (in normal mode). Select "**Start**" from the Taskbar, "**Shut Down**," and then "**Restart the computer**."

10. Once Windows has restarted, select "Start," "Programs," and then "K12DCS_0203" to begin using the program.

NOTE: To become familiar with the software, please read the K12 Data Collection Software Instructions.

11. You should delete the K12DCS_0203.CAB, setup.exe, and setup.lst files from the **C:\WINDOWS\TEMP, C:\WINNT\TEMP** or **C:\TEMP** folder to free up space.